

syllabus course

**TECHNIQUE OF
ADMINISTRATIVE ACTIVITY**



**VOLODYMYR DAHL
EAST UKRAINIAN
NATIONAL UNIVERSITY**

<i>Degree of higher education:</i>	master
<i>Specialty:</i>	281 Public administration
<i>Year of preparation:</i>	1
<i>Teaching semester:</i>	2
<i>Number of credits ECTS:</i>	5
<i>language of instruction:</i>	English
<i>Type of semester control</i>	Examination

Course author and lecturer:

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Abstract of the training course

Objectives of the course::

To form higher and master's level of scientific and professional knowledge in the field of organization of management processes in state institutions, increase the efficiency of management processes by organizational structures through the correct use of principles, methods and tools of administration, creation of a holistic system of public administration in the public sphere

The solution of practically important problems "Technique of administrative activity" is to provide a sufficient level of theoretical knowledge necessary to understand the principles, methods and tools of administrative management, organization of staff, principles and forms of delegation, control, coordination and regulation of administrative activities of the state institution. and organizational activities and formulation of tasks, plans and activities, development of search and management skills.

The course can be useful for masters in 281 "Public Administration", 073 "Management" as well as future economists, managers and translators who plan to work for companies and firms whose activities are related to management.

learning outcomes:

Know the management processes, principles and approaches to the organization of the state institution, taking into account the adopted political course of the country; organizational relations, relationships, procedures and standards of the administration of the state institution, which are aimed at achieving the goal and effectiveness

Be able to analyze the state of the organization and its directions of development, identify the most effective techniques and methods of management, organize the processes of activity in the organization, calculate quantitative and qualitative performance indicators.

Prerequisites for the start of the study:

Basic knowledge and understanding of the economics of governance, including issues of innovation planning, law, strategic management, and public policy.

Course purpose (acquired competencies)

As a result of studying this training course, the applicant will acquire the following competencies:

1. Ability to improve and develop professional, intellectual and cultural levels
2. To form philosophical and ideological principles, directions and patterns of development of domestic public administration in the context of globalization and internationalization
3. To organize information and analytical support of management processes with the use of modern information resources and technologies, in particular to develop measures for the introduction of e-government in various areas of public administration.
4. Carry out scientific and research activities in the field of public administration.
5. Make sound management decisions taking into account issues of European and Euro-Atlantic integration

Course structure

№	Theme	Hours (L / PZ)	Summary	Tools and Tasks
1.	The concept and structure of skills of a modern manager and leader.	3/1	The essence and importance of management in the public sphere. Differences between the categories of "management" and "administration". Categories of management system in the public sphere. Management methods and styles. Leadership, leadership and power.	Participate in the discussion Tests Individual tasks
2.	Mission and goals of the organization, leader and employees in the public sphere.	3/2	Typology of personal goals. Hierarchy of goals. Technology of formation of the general organizational purposes and the purposes of the person. Mechanism and methods of goal setting in organizations and requirements for their formulation. Goal setting strategies.	Participate in the discussion Tests Individual tasks
3.	Technologies for managing information and communication relations in the organization.	4/1	Theoretical aspects of the communication process. Types and models of communications. Communication management technologies within the organization. External communications of the organization / Features of electronic communications. The essence of the concept of "image". Types of image and formative information (direct and indirect). Forming the image of the organization. The concept of "reputation" and "attributes".	Case Tests Individual tasks
4.	Public relations technologies	4/2	Methods of public relations Social significance and purpose of the organization's public relations activities. Formation of public relations as a sphere of activity of organizations. Areas of public relations of modern organizations: external relations, internal relations and relations with lobbying governmental and non-governmental organizations.	Participate in the discussion Tests Individual tasks
5.	Types and problems of leadership styles in management in the public sphere	4/2	Characteristics of leadership styles. Advantages and disadvantages of leadership methods and styles	Participate in the discussion Tests Individual tasks
6.	Professional ethics of a leader in the public sphere	4/2	Organization of ethical relations in labor collectives The concept of professional ethics, origin, purpose, function in society. Norms of professional business relations. Corporate code of ethics.	Participate in the discussion Tests Individual tasks
7.	Team building.	4/2	Differences between team, team and group. Professional, personal and psychological qualities of team members. Roles in the team and methods of overcoming conflicts in the team.	Participate in the discussion Tests Individual tasks

Recommended Books

1. Byshof A. Samomenedzhment. Éffektivno y ratsyonalno. / A. Byshof, K. Byshof. [per. s nem. D. A. Perhament]. - 2-e yzd., yspr. - M.: Omeha-L, 2006. - 127 s.
2. Vasylyk M.A. Osnovy teoryy kommunykatsyy / M.A. Vasylyk - M.: Hardaryka, 2003. - 203s.
3. Vasylychenko Yu. L. Samouchytel po taim-menedzhmentu / Yu.L. Vasylychenko, Z.V. Taranchenko, M.N. Chernysh. - SPb.: Pyter, 2007. - 256 s.
4. Vasylychenko Yu.L. Mekhanyzmy vremeny. Taim-menedzhment: teoryia, praktykum. / Yu.L. Vasylychenko. - K.: Nasha kultura y nauka, 2001. - 220 s.
5. Vatslavyk P. Psykholohyia mezhlychnostnykh kommunykatsyi / Vatslavyk P., Byvyn Dzh., Dzheksun D. - SPb.: Pyter, 2000. - 300 s.
6. Veretennykov V.I. Upravlinnia proektamy. Navchalnyi posibnyk / V.I. Veretennykov, L.M. Taresenko, H.I. Hevlych. - K.: Tsentr navchalnoi literatury, 2006. - 280s.
7. Hlosarii Prohramy rozvytku OON. - Rezhym dostupu: <http://www.unpan.org/Directories/>
8. Horelov Y.N. Neverbalnye komponenty kommunykatsyy / Y.N. Horelov - M.: Nauka, 1980. - 238 s.
9. Dal V. Y. Tolkovyie slovar zhyvoho velykorusskoho yazyka : v 4 t. / V. Y. Dal. - M. : Rus. yaz., 1999. - T. 3: P. - 1999. - S. 535.
10. Derzhavne upravlinnia: navch. posib. / A. F. Melnyk, O. Yu. Obolenskyi, A. Yu. Vasina, Derzhavne upravlinnia: slovnyk-dovidnyk / uklad.: V. D. Bakumenko (ker. tvorchoho kol.), D. O. Beznosenko, I. M. Varzar ta in.; za zah. red. V. M. Kniazieva, V. D. Bakumenka. - K.: Vyd-vo UADU, 2002. - 228 s.
11. Derzhavne upravlinnia ta derzhavna sluzhba: slovnyk-dovidnyk / uklad. O. Yu. Obolenskyi. - K. : KNEU, 2005. - 480 s.
17. Derzhak N.O. Normatyvno-pravova osnova rehuliuвання publichnogo administruvannya / N.O. Derzhak // Konstytutsiino-pravovi zasady administratyvnoi reformy v Ukraini: materialy Mizhnarodnoi naukovo-praktychnoi konferentsii vykladachiv, spivrobotnykiv ZVO i naukovykh orhanizatsii, orhaniv derzhavnoi vlady i mistsevoho samovriaduvannya. (25-26 zhovtnia 2018r.) - Sievierodonetsk: vyd-vo SNU im. V. Dalia, 2018 - S. 39-42
18. Derzhak N.O. Tekhnika administratyvnoi diialnosti: navchalnyi posibnyk. Sievierodonetsk: vyd-vo SNU im. V. Dalia, 2019 - 144s

Auxiliary

19. Babets Ye.K. Osnovy menedzhmentu : navchalnyi posibnyk / Ye. K. Babets. - Kyiv : «VD «Profesional», 2007. - 496 s.
20. Baieva O.V. Osnovy menedzhmentu : praktykum : navch. posibnyk / O.V. Baieva [ta in.]. - Kyiv : Tsentr uchbovoi literatury, 2007 - 524 s.
21. Vynohradskyi M.D. Menedzhment v orhanizatsii : navch. posib. dlia stud. ekon. spets. vuziv / M.D. Vynohradskyi, A.M. Vynohradska, O.M. Shkanova. - K. : KONDOR, 2007. - 598 s.
22. Hirniak O.M. Menedzhment : pidruchnyk dlia stud. vyshch. zakl. osvity / O.M. Hirniak, P.P. Lazanovskyi. - Lviv: „Mahnoliia 2006”, 2008. - 352 s.
23. Didenko V.M. Menedzhment : pidruchnyk / V.M. Didenko. - Kyiv : Kondor, 2008. - 584 s.
24. Dykan N.V. Menedzhment : navch. posib. / N.V. Dykan, I.I. Borysenko. - Kyiv : Znannia, 2008. - 389 s. - (Vyshcha osvita XXI stolittia).
25. Druker P.F. Éntsyklopedyia menedzhmenta : [per. s anhl.] / Pyter F. Druker. - M.: Yzdatelskyi dom «Vyliams», 2004. - 432 s.
26. Zbirnyk sytuatsiinykh vprav z dystsyplin upravlinskoho spriamuvannya : navch. posib. / za zah. red. A.V. Vakulenko. - K.: KNEU, 2006. - 200 s.
27. Kabushkyn N.Y. Osnovy menedzhmenta : uchebnoe posobyie / N.Y. Kabushkyn. - 5-e yzd., stereotyp. - Mn.: Novoe znanye, 2002. - 336 s.